



**BEFORE YOU SUBMIT PAPERS TO THE UNITED STATES
DISTRICT COURT CLERK'S OFFICE FOR THE NORTHERN
DISTRICT OF NEW YORK, ASK YOURSELF THESE
QUESTIONS:**

- 1.) Did I remember to serve a copy of **ANY/ALL** papers in opposition and did I include an affidavit or certificate of service? This also applies to changes of address. (See Federal Rule of Civil Procedure 5.)
- 2.) Supplemental papers, regardless if they relate to your complaint, petition, or motion, require prior Court **PERMISSION** to be filed.
- 3.) Did I get **PERMISSION** from the Court to file a reply in response to opposition papers?
- 4.) If I am requesting **ANY** relief from the Court, did I remember to put my request in the form of a motion pursuant to Local Rule 7.1? Does my motion have all the necessary supporting papers? (E.g Memorandum of Law, Supporting Affidavit, etc).
- 5.) If I am filing a motion to amend my complaint, did I remember to attach a copy of my proposed amended complaint to the motion? (See Local Rule 7.1(a)(4).)

REMEMBER:

- Pursuant to Local Rule 26.2, parties must not file discovery material unless ordered by the Court or in support of a motion to compel.
- A reply to an answer is ***not*** authorized.

**IF THE ABOVE PROCEDURES ARE NOT FOLLOWED, YOUR PAPERS
WILL BE REJECTED BY THE COURT!!!**

